BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 41: UK Employment Law**
Learning aim	**C:** Explore the legal approaches used to resolve employment work-based issues
Assignment title	Advice on resolving employment and work-based issues
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are continuing your work experience in a local law firm as a trainee human resource advisor. You have been asked to carry out further research, this time on the grounds for the termination of employment, and the formal and informal methods of resolving problems in the workplace. You have been supplied with these scenarios: Peter has been in his job for 10 years. The manager he has reported to for 9 of these years has just retired and for the last year he has had a new manager called Bob. Until now Peter has always received top grades in his annual appraisals and been commended for his reliability, record of attendance and good work. Bob constantly criticises Peter's work, sets him unreasonable targets and regularly swears and shouts at him in the work place in front of colleagues. The strain of all this is making Peter ill, and he is considering giving his notice in. Mary works for a large company with 4000 staff. She and her colleagues have been informed this morning that the company is to make 450 staff redundant. In the afternoon, Mary receives an internal phone call telling her she is one of the redundancies and that she is to clear her desk immediately and leave the building. James is always late for work. His supervisor is

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	constantly reprimanding him verbally about this. Last week he was an hour late for 4 out of the 5 days. One day last week he missed a very important meeting. When asked why he was so late by his supervisor he just said 'I couldn't be bothered to get up when the alarm went off'. Completely frustrated by James' attitude, his supervisor dismisses him with immediate effect.

Task 1	You have been asked to provide a clear, detailed and professional report that explores the legal approaches used to resolve employment work-based issues. This will be based on your own **research** and the **scenarios** provided. You will be expected to apply the UK law and use relevant decided cases and statutes to support the advice you give. You are required to provide advice, explaining the ways employment can be terminated, and how formal and informal problems in the workplace can be resolved. You are also required to analyse how formal and informal grievance and disciplinary procedures can be used to determine the potential outcome of work-based problems, and discuss the likely consequences if a problem cannot be resolved in the workplace. You should use examples from the case studies provided and also from your own research. The report will also evaluate the impact and effectiveness of formal, and informal, grievance and disciplinary procedures on employees and businesses. The report will have a conclusion that is supported by individual and original statements and examples, and demonstrate a comprehensive use and application of relevant precedent and statutes.
Checklist of evidence required	A professional report

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
41/C.D3	Evaluate the impact and effectiveness of formal, and informal, grievance and disciplinary procedures on employees and businesses, using appropriate illustrations to substantiate a conclusion.
41/C.M3	Analyse how formal and informal grievance and disciplinary procedures can be used to determine the potential outcome of work-based problems.
41/C.M4	Discuss the likely consequences if a problem cannot be resolved in the workplace.
41/C.P5	Present client advice, explaining the ways employment can be terminated.
41/C.P6	Present client advice, explaining how formal and informal problems in the workplace can be resolved.

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Sources of information to support you with this Assignment	**Websites** www.acas.org.uk The Advisory, Conciliation and Arbitration Service (ACAS) provides free and impartial information and advice to employers and employees on all aspects of workplace issues www.cbi.org.uk Confederation of British Industry (CBI) is a business organisation that provides a voice for businesses at a regional, national and international level www.gov.uk/courts-tribunals/employment-appeal-tribunal The database allows the public to search for first-instance judgments from England, Wales and Scotland. www.gov.uk/equality-advisory-support-service The Equality Advisory Support Service (EASS) provides information about discrimination and your rights www.hse.gov.uk The Health and Safety Executive (HSE) is the independent regulator for work-related health, safety and illness and supplies advice, guidance, news, templates, tools, legislation and publications www.tutor2u.net/law This site provides resources and revision materials. There are also links to other sources of information.
Other assessment materials attached to this Assignment Brief	None